

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Department of Education Application Number Application Date Office of Instructional Services 82-137 Division of Special Programs Program for Exceptional Children Date Received MAY 2 8 1982 Date Completed Application Number Mental Handicaps Unit JUL 3 0 1982 Telephone Number 2. Person to Contact Working Title Linda Stinchcomb Secretary/Typist Senior 656-2425 3. Action Requested a. Di Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. _____ Check One:
Change;
Supercede;
Void c. Amend Application No. _ 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Mental Handicaps General Administrative Files FY 78 Present What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Mental Handicaps Unit, Program for Exceptional Children, includes the areas of educable mentally retarded, trainable mentally retarded, severely mentally retarded, specific learning disabilities, behavior disorders and diagnostic and residential programming for severely handicapped. Unit staff are responsible for providing technical assistance to local education agencies in the identification of eligible children and youth, development of appropriate educational programs within the least restrictive environment, in addition to providing assistance in identifying local, regional and state resources for offering a total education program for eligible mentally handicapped students 5-18 years of age. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Employing and supervising Mental Handicaps Unit staff within the Division of Special Programs. Included are: Job descriptions, Division Plans of Action, interview applications and memoranda, individual personnel files, annual and sick leave reports, expense statements, minutes of meetings (Division Staff, Unit Staff, Coordinators, Program for Exceptional Children Staff, Program Consultants, Mental Handicaps Unit. Chronologically by areas above. How often are records referred to which are: 8. Monthly Reference Rate ___; Seven to twelve months old ______; Thirteen to twenty-four months old _____ One to six months old _____ twenty-five months and older __ 9. Annual Rate of Accumulation of Records ____; Shelves ______; Other (specify) _ Letter-size drawers _____; Legal-size drawers ____

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YES	NO		(Place an "X" in the proper co	lumn)		
χ		ff not, where is				
-	X	b. Does the series of	contain confidential information	requiring security handling? If yes, cite law or regulatio	n, 	
	X	c. Is this a vital rec				
	X d. Does this series have historical or long term research value?					
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these N/A documents be scheduled separately?					
	X f. Is the information contained in this series ever published? If yes, attach copy.					
	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy,					
·	χ	fr yes, where?				
	X i ls this series (or a major portion of it) regularly microfilmed?					
X j. Does the record series result in a computer printout? 11. Retention Requirements The following requires the series to be kept:						
1.0 sterentifelt steffengingene						
		te Law	years.	d, Audit period	years.	
		tute of limitation	years.	e. Administrative need	years.	
	c. Fed	leral law	years.	f. Federal retention instructions2	years.	
Attach copy or excert of laws or regulations. Explain administrative need.						
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l		·	·	ends that the file series be cut off at the end of each:		
☐ Calendar Year; ☐ Fiscal Year; ☐ Otherthen, ☐ Hold in the current files areamonth(s) year(s); then ☐ Transfer to local holding area; hold year(s); then ☐ Transfer to State Records Center; hold 3 year(s); then ☐ Destroy. ☐ Transfer to State Archives for permanent retention. ☐ Other (Specify)						
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Division, Asugram and Unit offices.						
These instructions apply to all prior and future accumulations of the series.						
Ane	nev He	ad/Designee (Signati		Records Management Officer (Signature)	Date	
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		ndations in para-		State Records Committee (Signature)	Dage	
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(If c	h 12 a	re approved. oved, attach letter	State Auditor/Designee Secretary of State/Designee Attorney General/Designee	Caroll Hart	Date 6-8-82 6-7-82	